

## **RECREATION COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Recreation Coordinator exists is to plan and coordinate a variety of recreation programs and services, including but not limited to operations at community and park facilities. Produce quality initiatives in the field of parks maintenance through staff supervision and allocation of department resources in the Community Services Department. This classification is supervisory. Work is performed under general supervision by a Service Area Manager or Parks, Recreation and Facilities Director. The Recreation Coordinator is distinguished from the Senior Recreation Coordinator by the latter having a citywide program, having a theme or regional responsibilities or managing multiple facilities/program sites. Depending on facility assignment, the Recreation Coordinator may have maintenance program supervisory responsibilities.

### **ESSENTIAL FUNCTIONS**

Plans, organizes, supervises and implements activities within a specific park/recreational program area, coordinating a city-wide program; planning and promoting special events. Must be a catalyst for creative change.

Writes program evaluations; maintains financial records to justify and support programs.

Develops reports concerning new or ongoing programs and effectiveness. Prepares and submits budgets for individual areas of responsibility and program areas. Monitors and expends budget effectively.

Personifies leadership and promotes shared responsibility, diversity, teamwork and continuous improvement by working with various community groups, organizations and volunteers. Emphasizes city values and encourages open door communication.

Advises, observes, evaluates existing services/projects/programs, and provides technical assistance to individuals and groups on social/park/recreation problems both verbally and in writing.

Supervises full-time, part-time, temporary, and contract personnel and provides recreational and personal development services including the recruitment, selection, training, observation and evaluation of technical, clerical, regular and seasonal recreation staff; conducts written performance reviews as required.

Oversees the maintenance of buildings and grounds or selected recreation facilities, and supervises the issuance, use, care and maintenance of recreation supplies and maintenance equipment; assigns park maintenance staff for completeness and efficiency.

Attends staff conferences and related meetings to coordinate and enhance various recreation programs and services; maintains awareness of new developments in the Parks and Recreation field and incorporates into programs and operations when feasible.

Fosters and maintains ongoing relationships with outside organizations and groups in an effort to support and complete the City Administrative Work Plan.

Recommends operation policy for programs and facilities to Park and Recreation Director; enforces and communicates policy decisions.

Prepares comprehensive reports on current program and maintenance issues upon request, and

assists with presenting to the General Manager concerning operational issues.

Establishes and identifies in-house and outside training opportunities for Parks Maintenance and Recreation staff members.

Submits a variety of monthly and weekly reports to the Recreation Director on issues including work management, populations served, budget status and current issues, accomplishments, and problem areas.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Municipal parks and recreation methods, procedures, programs, maintenance and operations of park and recreation facilities.

Methods used in developing, planning, organizing, implementing, programming, supervising and evaluating a variety of recreation programs and activities.

Effective techniques and methods of supervision and employee management.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Work effectively with all age groups and plan and organize recreational and leisure activities, specialized events and services, and parks maintenance projects.

Develop, plan and implement a recreational program.

Effectively develop, monitor and maintain a budget.

Effectively supervise staff working various shifts and locations.

Comprehend and make inferences from written material and verbal instructions.

Produce quality written status reports on assigned activities, program evaluation reports and maintenance projects and issues in a timely manner.

Instruct staff in the recreation and city policies.

Collect and analyze data in order to make verbal and written recommendations.

Communicate effectively and establish and maintain effective working relationships with the general public, civic and special interest groups, school groups, program participants, parents, and fellow employees.

Operate a variety of standard office equipment including a personal computer, Microsoft programs and recreation related software.

Maintain regular consistent attendance and punctuality.

Work evenings, weekends and holidays.

### **Education & Experience**

Any combination of training, education and experience equivalent to a Bachelor's degree in Recreation and Parks Maintenance, Public or Business Administration or a related field; and two (2) years full-time experience in professional parks and recreation work, including supervisory experience. Certification by the National Recreation and Park Association National Certification Board is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified